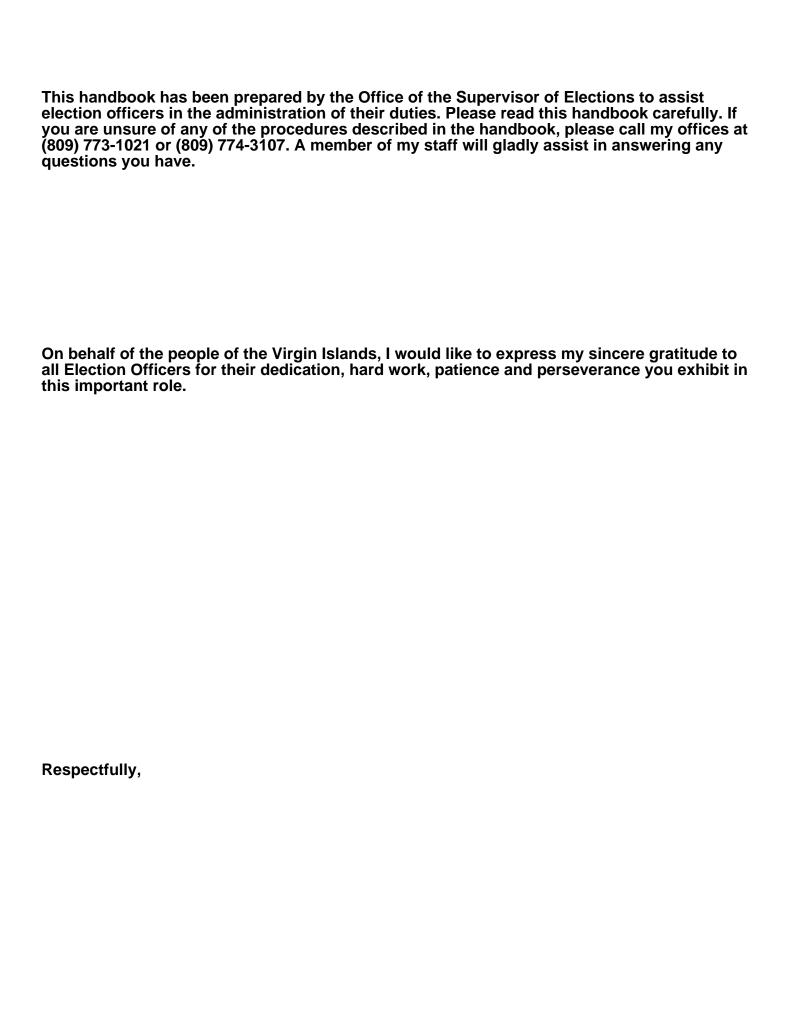


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John Abramson, Jr.

Supervisor of Elections

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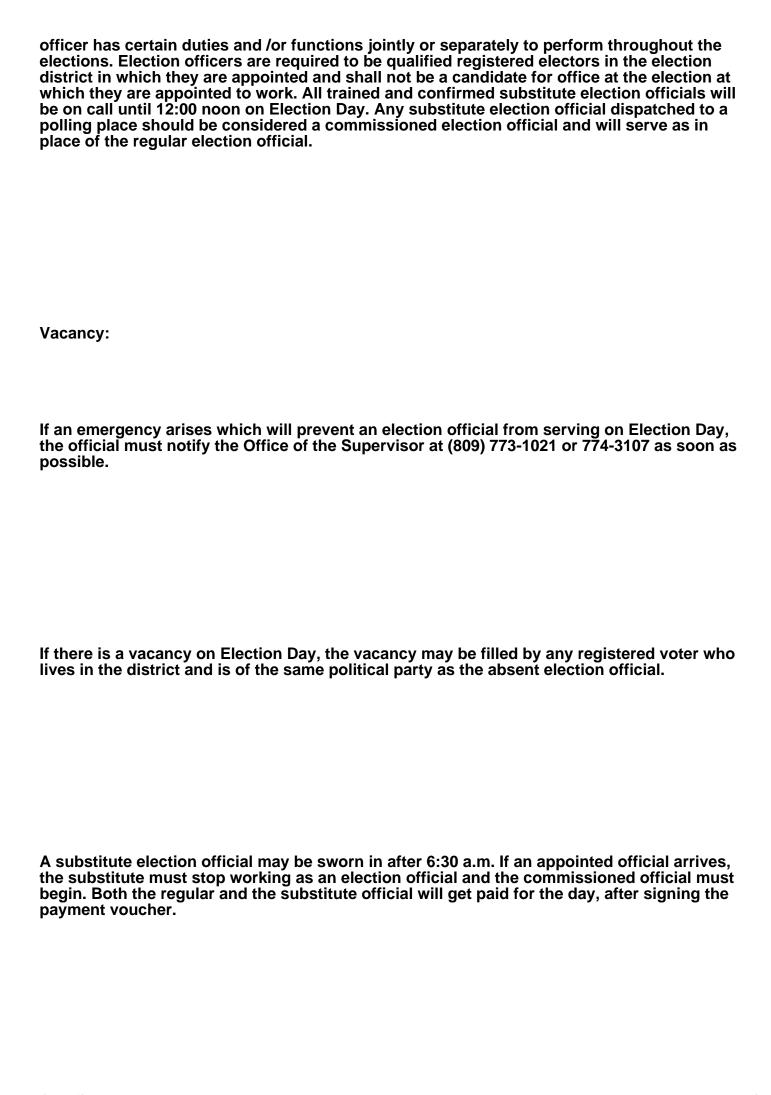
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Duties and Responsibilities of Election Officials
Calaatian
Selection:
There will be five (5) election officers at each polling place that is: one (1) Judge of Elections; one (1) Inspectors of Elections, one (1) monitor and two (2) Clerks of Elections. Each election

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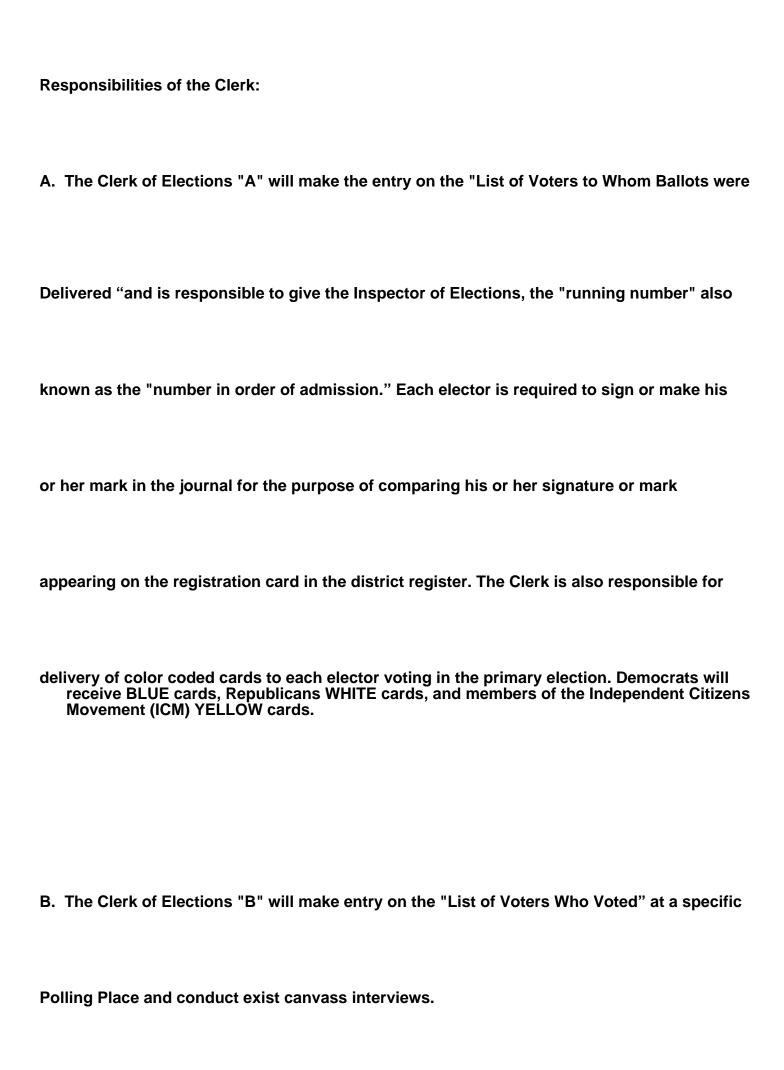
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Substitute Election Officials:
If a substitute election official cannot be sworn in from the registered voters of the district and there are fewer than five (5) officials present, contact the Office of the Supervisor at (809) 773-1021 to see whether a substitute officials are available.
Responsibilities of Judge:
A. Proper Conduct of the Election and Control of the Polling Place
Judges have the legal duty and responsibility to conduct the election according to the laws of the Virgin Islands and the procedures in this handbook. The Judge of Elections will be in charge and will make the assignments of the other officers.
Responsibilities of Inspector:
A. The Inspector is the custodian of the District Register and makes the entries therein. The entries consist of writing the elector's number in order of admission to vote and the signing of the name or initials of the Inspector in the proper place on the back of the registration
card.

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Responsibilities of Voting Machine Monitors:
A. The voting machine Monitor will be responsible for assisting electors' with instruction on the
operation of the voting machines. The Monitor will activate and reset each voting machine
after each use.

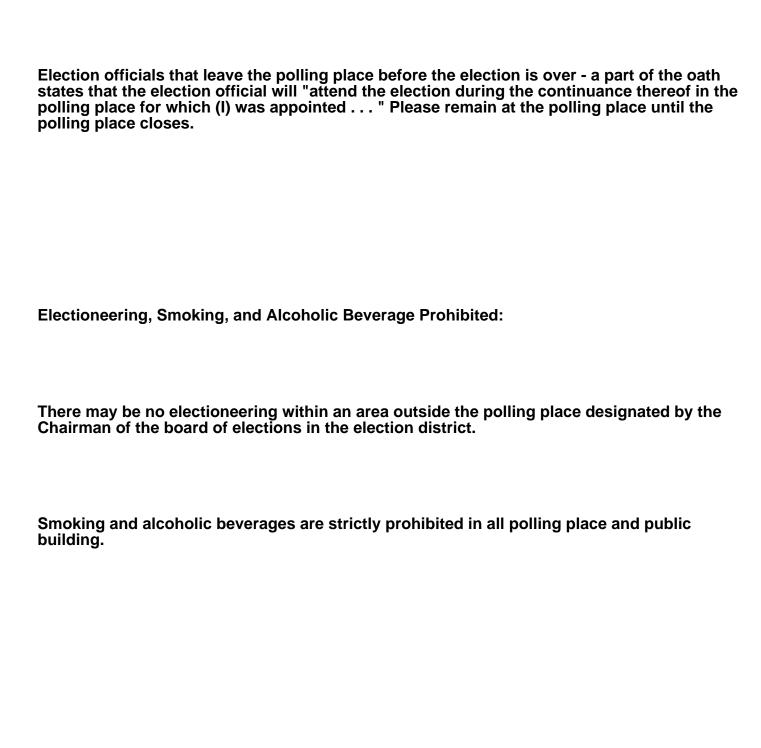
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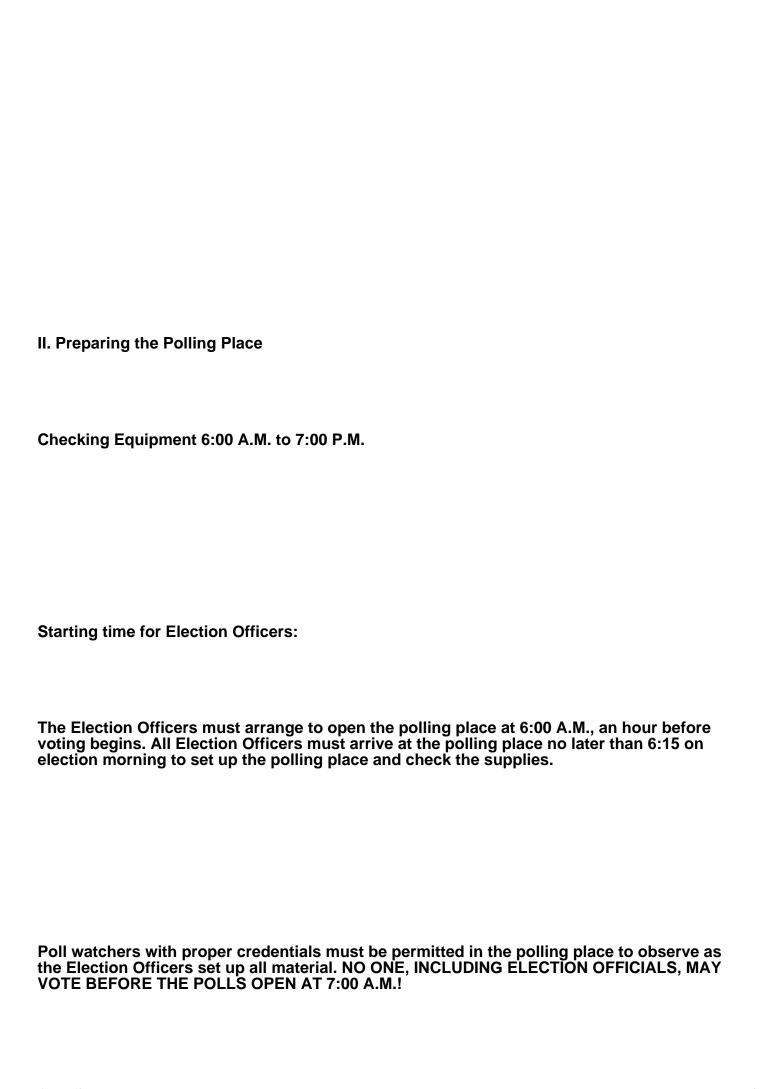
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Equal Authority of Election Officers:
All of the Election officers are equally responsible for the proper conduct of the Election at the Polling Place at which they are assigned.
The Oath of Office:
The law provides that all Election Officers are sworn by the Boards Members, before entering upon their duties at any election, they are to be duly sworn in the presence of each other and will forthwith sign the oath taken by them.
Hours Polls Open:
The polls open at 7:00 a.m. and close at 7:00 p.m. The polls are open continuously, without break or interruption in the balloting.

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Supplies forwarded to each polling place:
1. District Register (s)
2. Judge's Book (one)
3. Clerk's Book (two)
4. Voter's Certificate
5. Affidavits of Physical Disability
6. Challenged Affidavit
7. Vouchers
8. Instruction Booklet

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9. Pads, a paper towel, toilet paper, cups

10. Extension cord & flashlight
11. Telephone (when necessary)
12. Voting Machine(s)
Posting all signs, sample ballots and cards of instruction:
1. Put "Polling Place Here' sign at the entrance in a conspicuous place. Include proper letters of
the alphabets if so broken down.
2. "No Smoking" sign (1)
3. "Electioneering Prohibited" sign (1)
4. "Cards of Instruction" (4) posted around the room.
5. "Sample Ballots" at least (5) of each party participating in a primary must be posted in and

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around the room. NO SAMPLE BALLOTS ARE TO BE POSTED IN THE BOOTH.

6. "Spanish language voter information signs" (one of each of the above)

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Poll watchers:
Foil watchers.
Poll watchers are allowed to be present in the polling place before the polls open, throughout the day and after the polls close. Watchers may keep a list of voters for use in connection with challenging of any person making application to vote. A watcher may be permanently ejected from the polling place or the polling grounds upon the determination by the judge of elections or, in his or her absence by both the election inspectors, that such watchers have violated any proscription under Title 18 or is otherwise disrupting the election procedure.
Poll watchers may stand or sit alongside the table where the signatures are compared in the binder, this includes standing behind the judge to observe the signature comparison. The poll watcher must be allowed to visually observe the signatures at the binder as they are compared. They may periodically inspect the voting stations when not in use by the voters to see that the ballots are in proper position and have not been marked upon or defaced. This should not interfere with the orderly voting process.
While the election officers are tabulating votes or removing cartridges the poll watcher has the right to be present to observe the procedures, including absentee ballots, and the canvassing of any write-in votes. Vote totals for candidates may be made available to poll watchers at the end of the election.
Law Enforcement Officers:

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The Police Commissioner will provide police protection at each polling place for the duratio of the primary and general election. Police officers are to escort the Judge with the cartage and the tape to the Election System's Headquarters.	n
Media:	
Members of the news media on election day assignment are issued a special media credential that authorizes admission to the polling place to photograph (with proper permission from the district board chairman). Media personnel may not, however, interview voters in the polling place or in any way interfere with the conduct of the election.	

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III. On Election Day	
Remember	Watch for
1. You are an Election Official act OFFICIAL!	*Electioneering in the polling place.
2. Be alert to the elderly and persons	*Intimidating or preventing a person
with disabilities.	from lawfully voting.

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3. If an elector appears to vote and election	*Attempts to vote more than once.
officers are not sure of his/her identity, have the	
elector complete a voter's certificate,	*Illegal voter assistance.
DO NOT HARASS VOTERS!	
	*Tampering with the voting devices
4. Voters are permitted to vote only at the polling	or ballot in the polling place.
place in which their registration cards are house	ed.
	*Offering money or other
	compensation for a vote.
5. Call headquarters if a voter's card is not found.	
No election officer will permit any elector or	

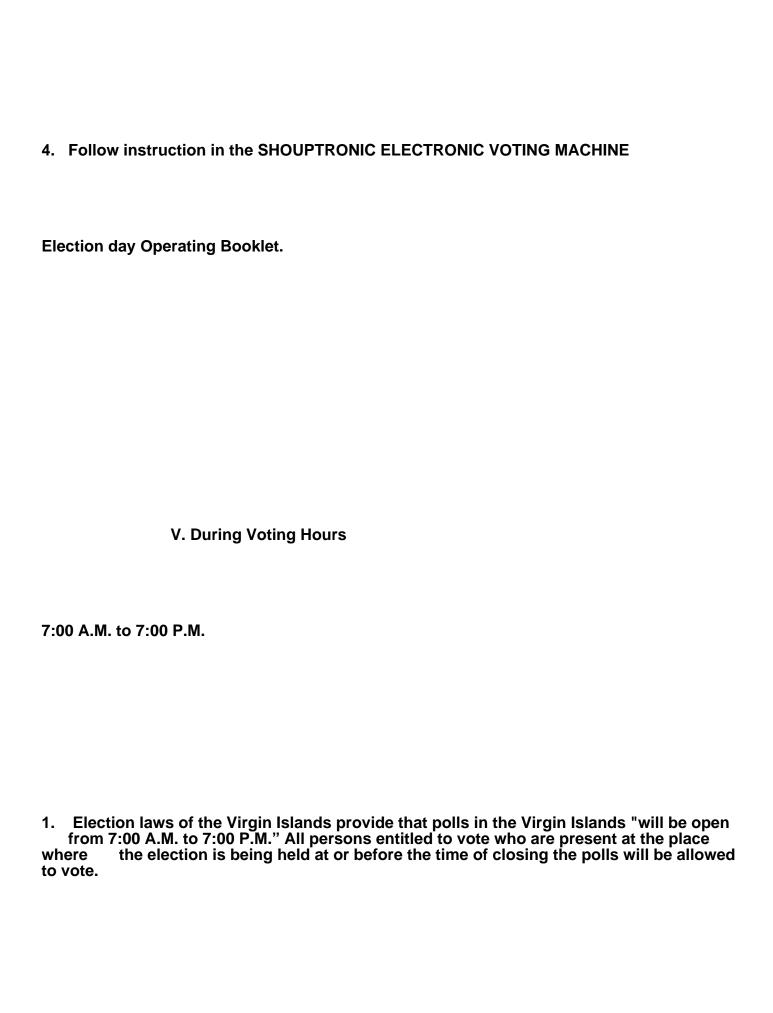
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person to vote, whose card is not found.	*Selling a vote for money or other
	compensation.
6. A voter may occupy a voting unit for no longer	
than five (5) minutes.	*Illegal or fraudulent documents.
7. Inspect voting units regularly to check for torn	
or defaced ballots.	
8. If there is ANYTHING that poses a question,	
call HEADQUARTERS, we will provide necessary	
assistance.	

IV. Assembly and Utilization of the

Voting Machines

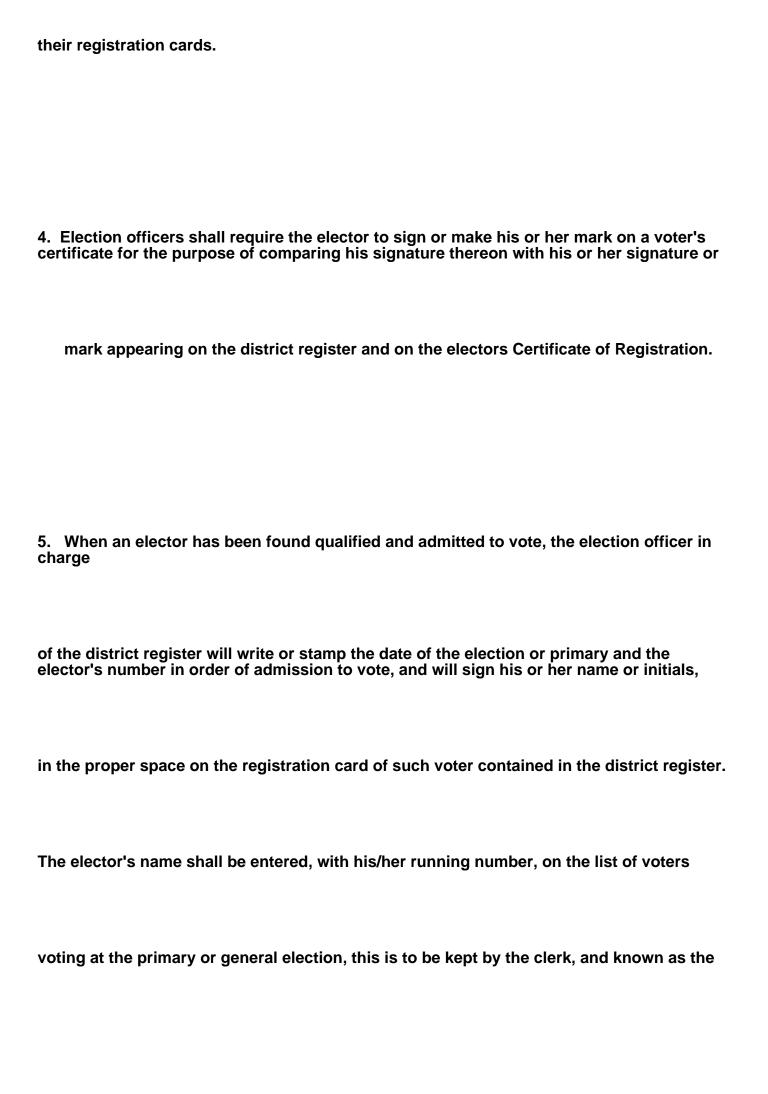
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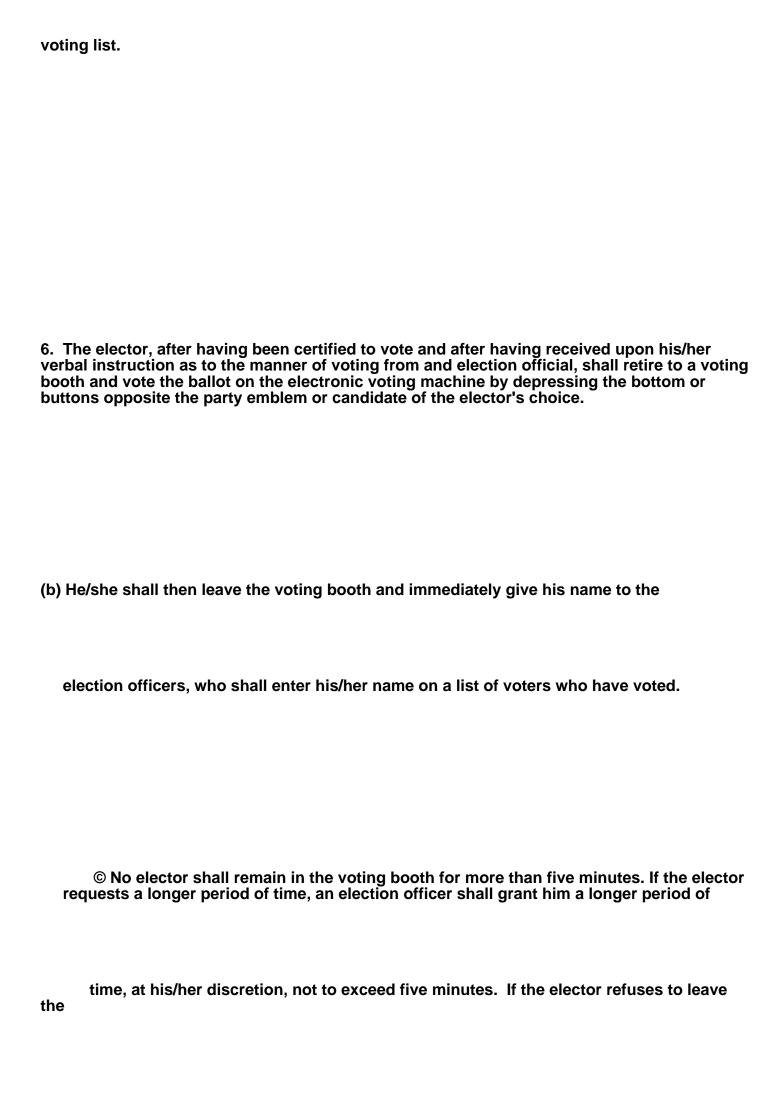
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2. The right to vote may only be exercised by personal attendance and no unregistered
voters will be allowed to vote at any primary or election, except by order of the district
court. All persons whose name appears in the district register of electors of the polling
districts will be permitted to vote, unless it is shown to the satisfaction of the election
officer that he or she no longer resides in the election district; but at a primary a person
shall be permitted to vote only on the ballot of the political party in which he or she is enrolled in the district.
3. Each elector desiring to vote will, when he or she enters the polling place where the primary or general election is being held, state his or her name and present the Certificate of Registration issued, to the election officers. If his or her registration card appears in the district register and, in the case of a primary, his or her party enrollment appears thereon and the election officers are satisfied as to his or her identity and continued residence in the district, he or she will be admitted to vote.
You do NOT need a voter I.D. card. Do verify signatures for voters without pictures on

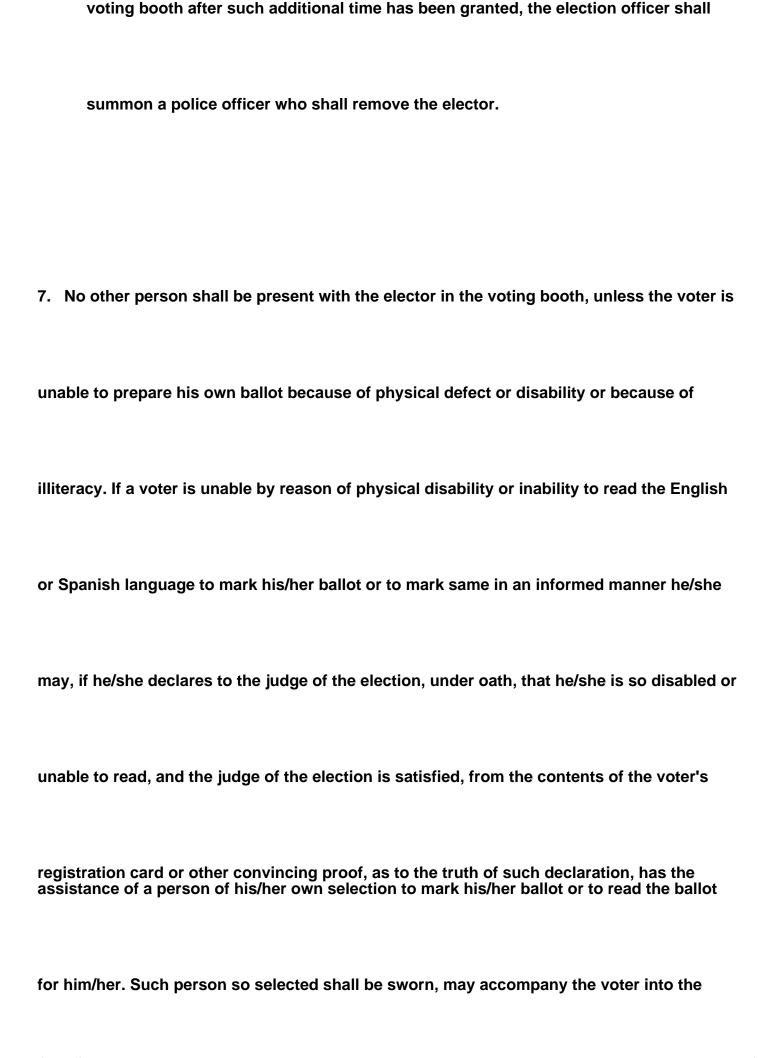
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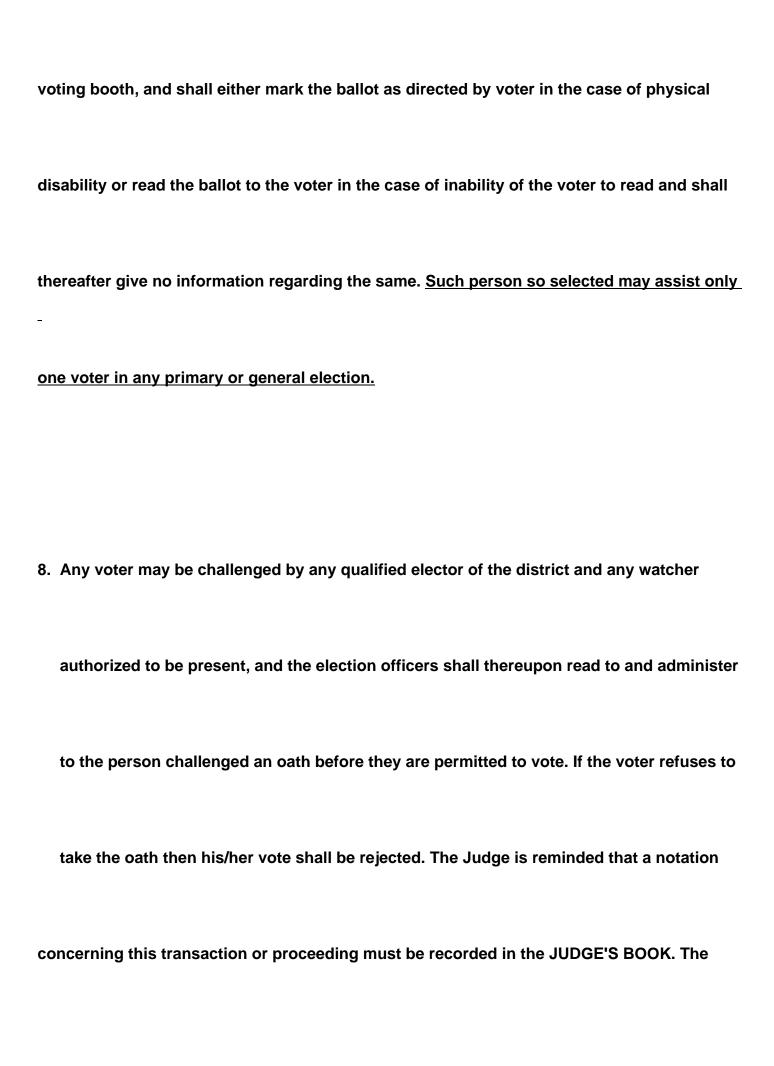
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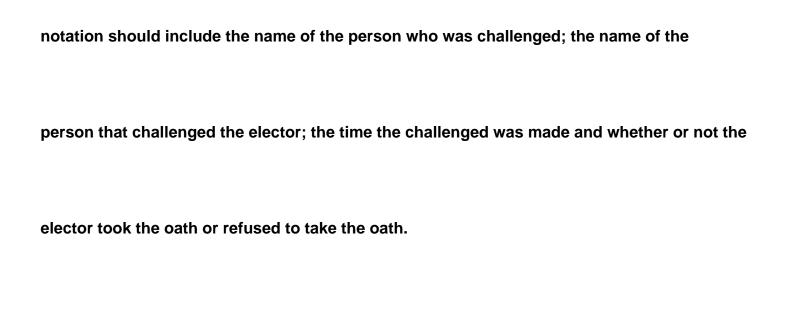
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VI. After the Polls Close
Closing the Poll
* At 6:30 PM, the Judge announces in a loud and clear voice that the poll will close in thirty
minutes.
* At 7:00 PM, the Judge announces that the polls are closed and shall secure the doors so that

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	no more voters may enter the polling place.
*	Any voter who is in line at 7:00 pm, may remain in the polling place to vote. However, they
	must leave the polling place as soon as they have voted.
*	The Judge will call together all election officials and a minimum of three (3) poll watchers.
*	Only authorized election officers, credentials poll watchers, Board members, and law
рı	enforcement personnel may remain in the polling place to observe the closing polls occess.
*	The Judge and the group of election personnel walk from machine to machine as the

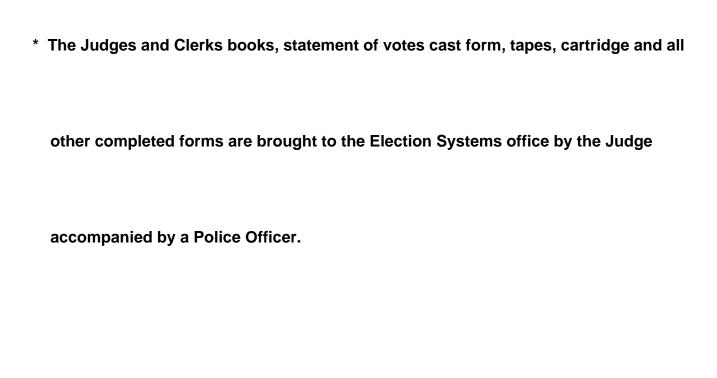
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Judge activates the "polls closed button" on each machine.
* Cross check and verification of the numbers in the "To whom (entered) and Who voted
(exit)
journals.
* Running numbers of voters in the "Who voted" (exit) journal is cross checked with the
number of voters recorded on the machines.
* The Judge removes the tape along with the cartridge from the machine. Each Election
Officer signs off on the tape from each machine. "PLEASE SAFEGUARD THE TAPE

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AND CARTRIDGE".
* A "Statement of votes cast" is completed by the Judge and signed by the Judge and other
The content of the co
Election Officers.
* The Judge places the district registers and all unused forms in the bottom of the machine
The dauge places the district registers and an anasca forms in the bottom of the machine
and the machine is sealed.
* An Election Officer assigned by the Judge shall be responsible for making sure the
7 m = 1.00mon o moongmou by mo outage chain to respondible for maining care me
voting machines are placed on the truck.

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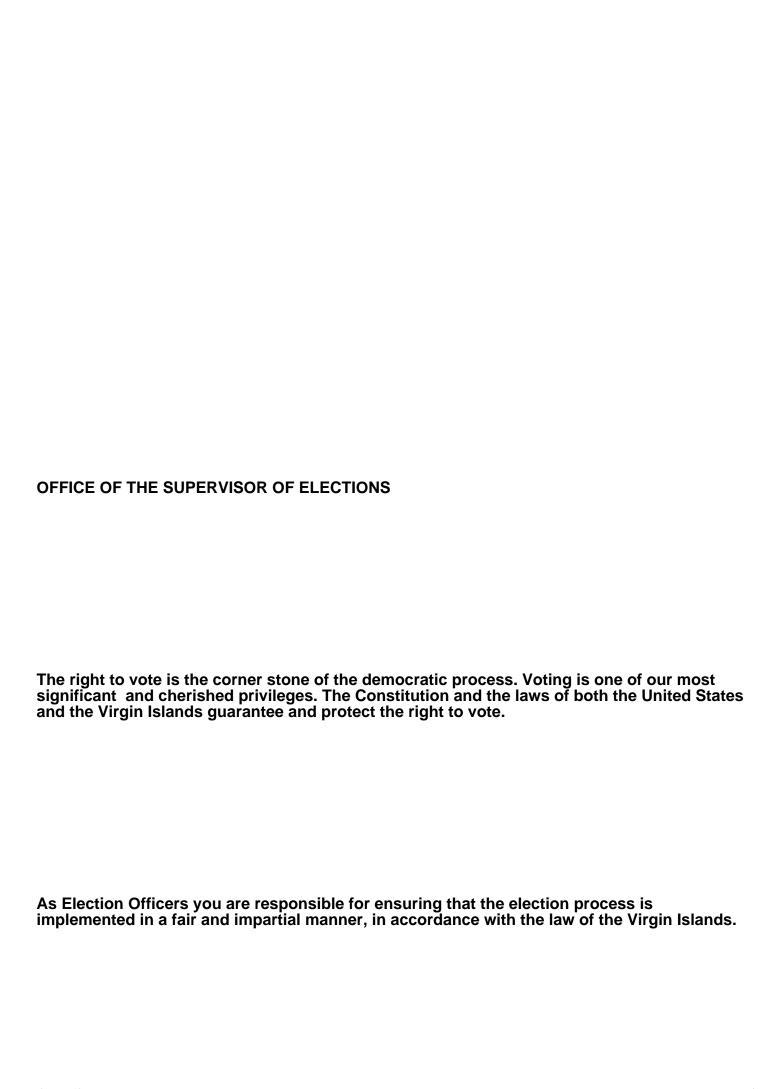


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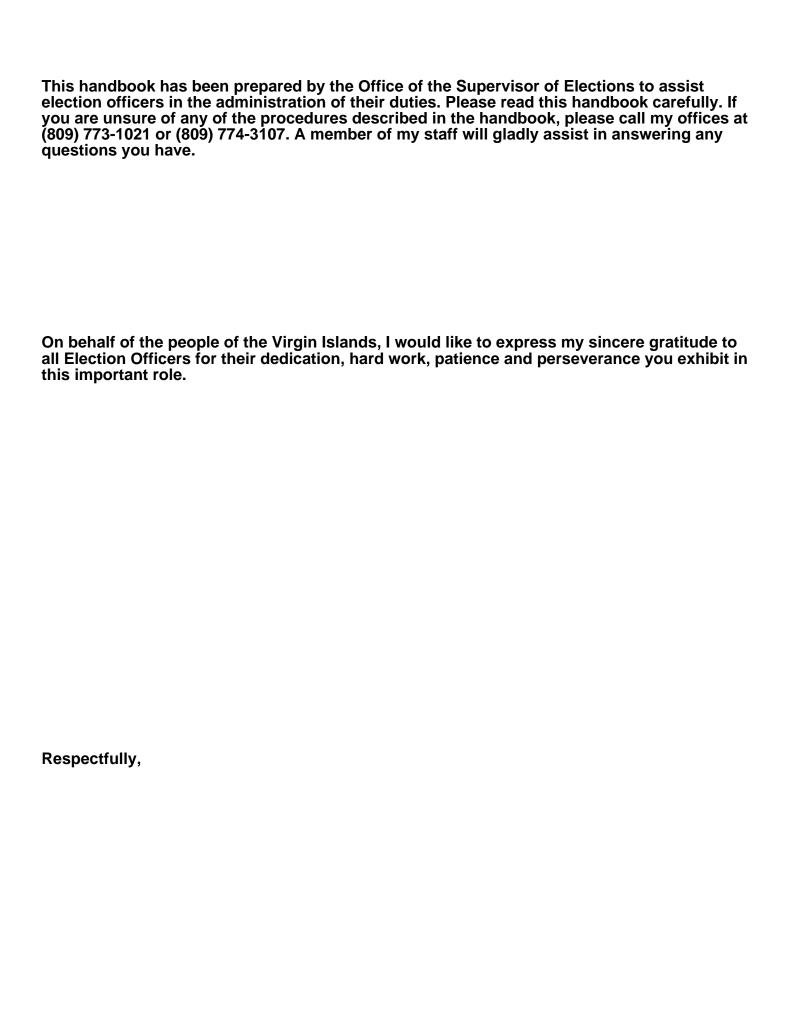
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Introduction

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John Abramson, Jr.

Supervisor of Elections

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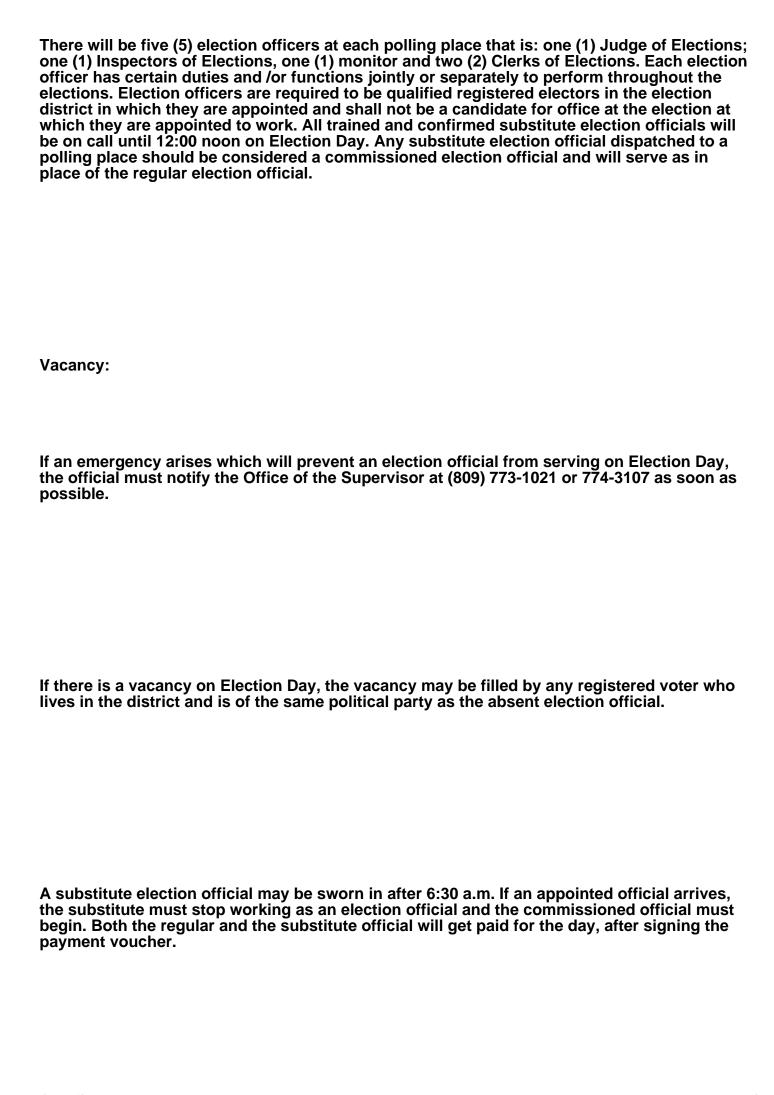
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Duties and Responsibilities of Election Offic	ials	
Selection:		

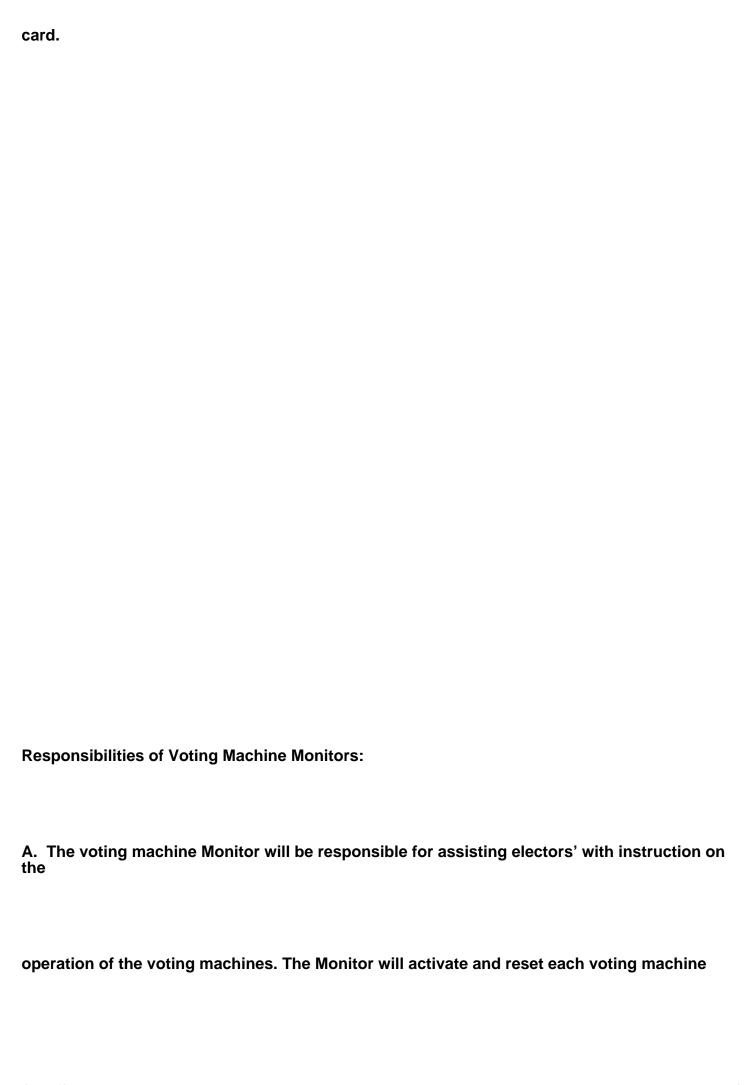
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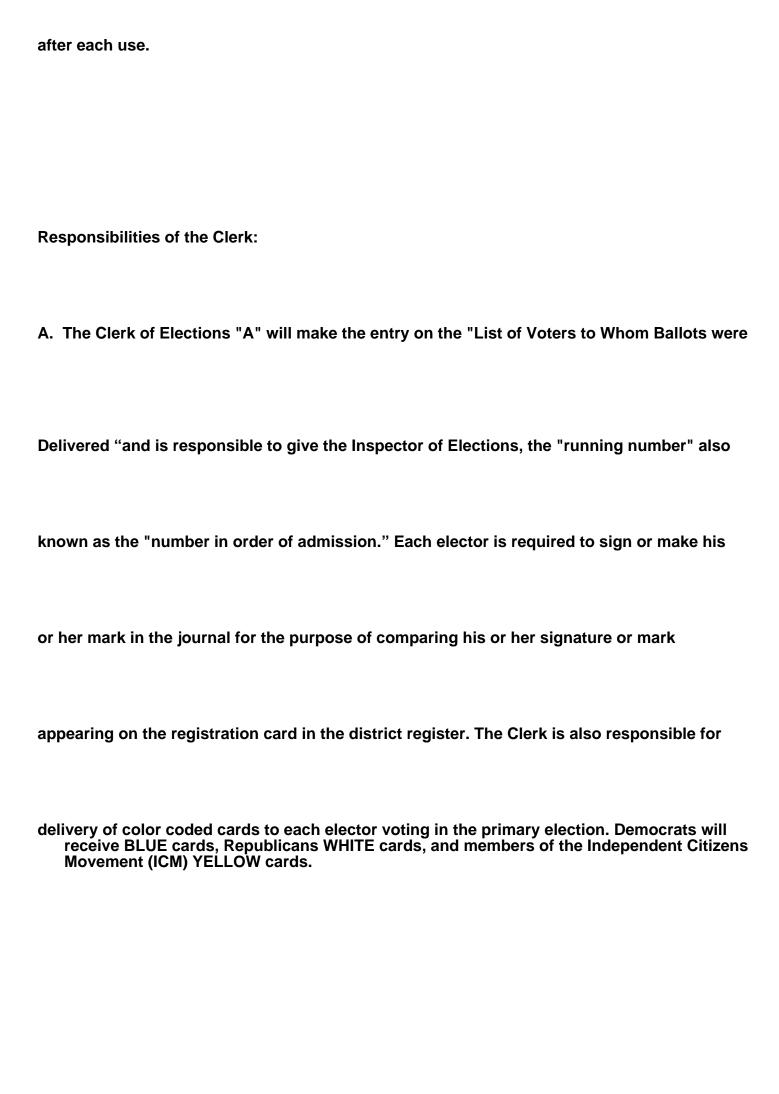
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Substitute Election Officials:
If a substitute election official cannot be sworn in from the registered voters of the district and there are fewer than five (5) officials present, contact the Office of the Supervisor at (809) 773-1021 to see whether a substitute officials are available.
Responsibilities of Judge:
A. Proper Conduct of the Election and Control of the Polling Place
Judges have the legal duty and responsibility to conduct the election according to the laws of the Virgin Islands and the procedures in this handbook. The Judge of Elections will be in charge and will make the assignments of the other officers.
Responsibilities of Inspector:
A. The Inspector is the custodian of the District Register and makes the entries therein. The entries consist of writing the elector's number in order of admission to vote and the signing of the name or initials of the Inspector in the proper place on the back of the registration

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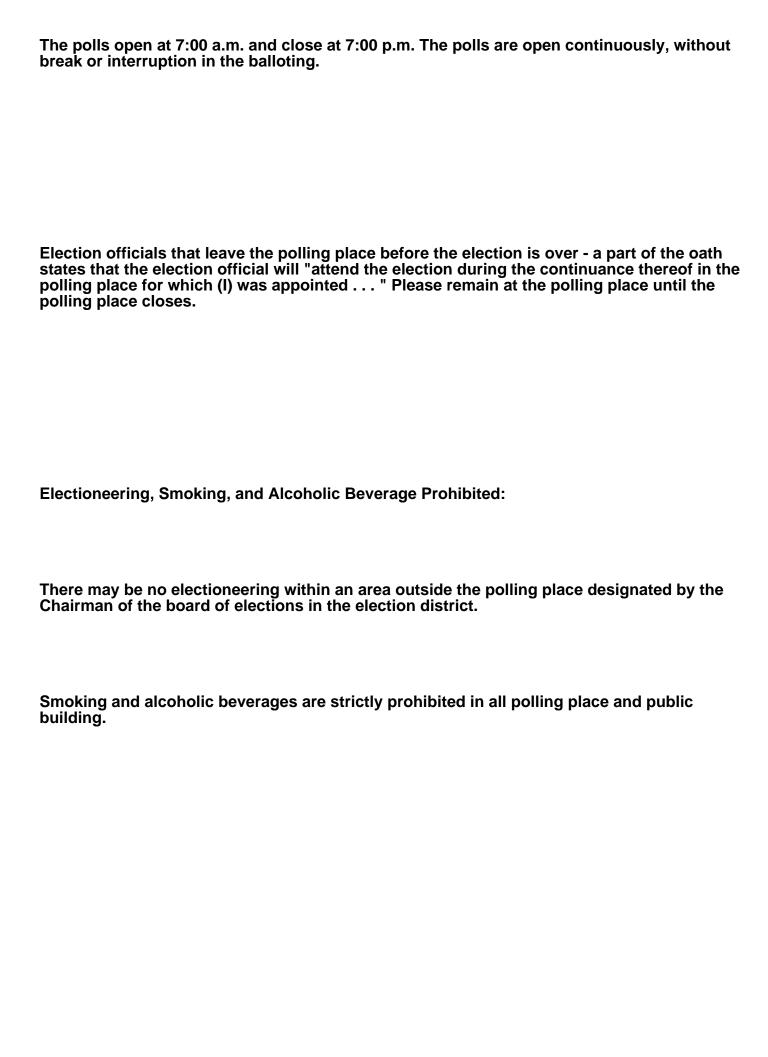
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B. The Clerk of Elections "B" will make entry on the "List of Voters Who Voted" at a specific
Polling Place and conduct exist canvass interviews.
Equal Authority of Election Officers:
All of the Election officers are equally responsible for the proper conduct of the Election at the Polling Place at which they are assigned.
The Oath of Office:
The law provides that all Election Officers are sworn by the Boards Members, before entering upon their duties at any election, they are to be duly sworn in the presence of each other and will forthwith sign the oath taken by them.
Hours Polls Open:

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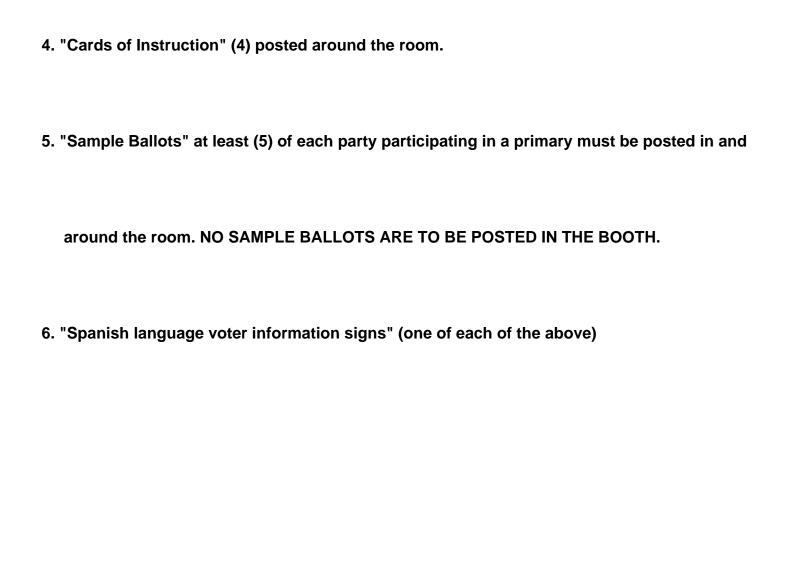
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Poll watchers with proper credentials must be permitted in the polling place to observe as the Election Officers set up all material. NO ONE, INCLUDING ELECTION OFFICIALS, MAY VOTE BEFORE THE POLLS OPEN AT 7:00 A.M.!
Supplies forwarded to each polling place:
1. District Register (s)
2. Judge's Book (one)
3. Clerk's Book (two)
4. Voter's Certificate
5. Affidavits of Physical Disability
6. Challenged Affidavit
7. Vouchers
7. Vodolicio
8. Instruction Booklet

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9. Pads, a paper towel, toilet paper, cups
10. Extension cord & flashlight
11. Telephone (when necessary)
12. Voting Machine(s)
Posting all signs, sample ballots and cards of instruction:
1. Put "Polling Place Here' sign at the entrance in a conspicuous place. Include proper letters of
the alphabets if so broken down.
2. "No Smoking" sign (1)
3. "Electioneering Prohibited" sign (1)

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Poll watchers:
Poll watchers are allowed to be present in the polling place before the polls open, throughout the day and after the polls close. Watchers may keep a list of voters for use in connection with challenging of any person making application to vote. A watcher may be permanently ejected from the polling place or the polling grounds upon the determination by the judge of elections or, in his or her absence by both the election inspectors, that such watchers have violated any proscription under Title 18 or is otherwise disrupting the election procedure.
Poll watchers may stand or sit alongside the table where the signatures are compared in the binder, this includes standing behind the judge to observe the signature comparison. The poll watcher must be allowed to visually observe the signatures at the binder as they are compared. They may periodically inspect the voting stations when not in use by the voters to see that the ballots are in proper position and have not been marked upon or defaced. This should not interfere with the orderly voting process.
While the election officers are tabulating votes or removing cartridges the poll watcher has the right to be present to observe the procedures, including absentee ballots, and the canvassing of any write-in votes. Vote totals for candidates may be made available to poll watchers at the end of the election.

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Law Enforcement Officers:
The Police Commissioner will provide police protection at each polling place for the duration of the primary and general election. Police officers are to escort the Judge with the cartage and the tape to the Election System's Headquarters.
Media:
Members of the news media on election day assignment are issued a special media credential that authorizes admission to the polling place to photograph (with proper permission from the district board chairman). Media personnel may not, however, interview voters in the polling place or in any way interfere with the conduct of the election.

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III. On Election Day	
Remember	Watch for
1. You are an Election Official act OFFICIAL!	*Electioneering in the polling place.
2. Be alert to the elderly and persons	*Intimidating or preventing a person
with disabilities.	from lawfully voting.

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3. If an elector appears to vote and election	*Attempts to vote more than once.
officers are not sure of his/her identity, have the	
elector complete a voter's certificate,	*Illegal voter assistance.
DO NOT HARASS VOTERS!	
	*Tampering with the voting devices
4. Voters are permitted to vote only at the polling	or ballot in the polling place.
place in which their registration cards are house	ed.
	*Offering money or other
	compensation for a vote.
5. Call headquarters if a voter's card is not found.	

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No election officer will permit any elector or	
person to vote, whose card is not found.	*Selling a vote for money or other
	compensation.
6. A voter may occupy a voting unit for no longer	
than five (5) minutes.	*Illegal or fraudulent documents.
7. Inspect voting units regularly to check for torn	
or defaced ballots.	
8. If there is ANYTHING that poses a question,	
call HEADQUARTERS, we will provide necessary	

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assistance.

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IV. Assembly and Utilization of the

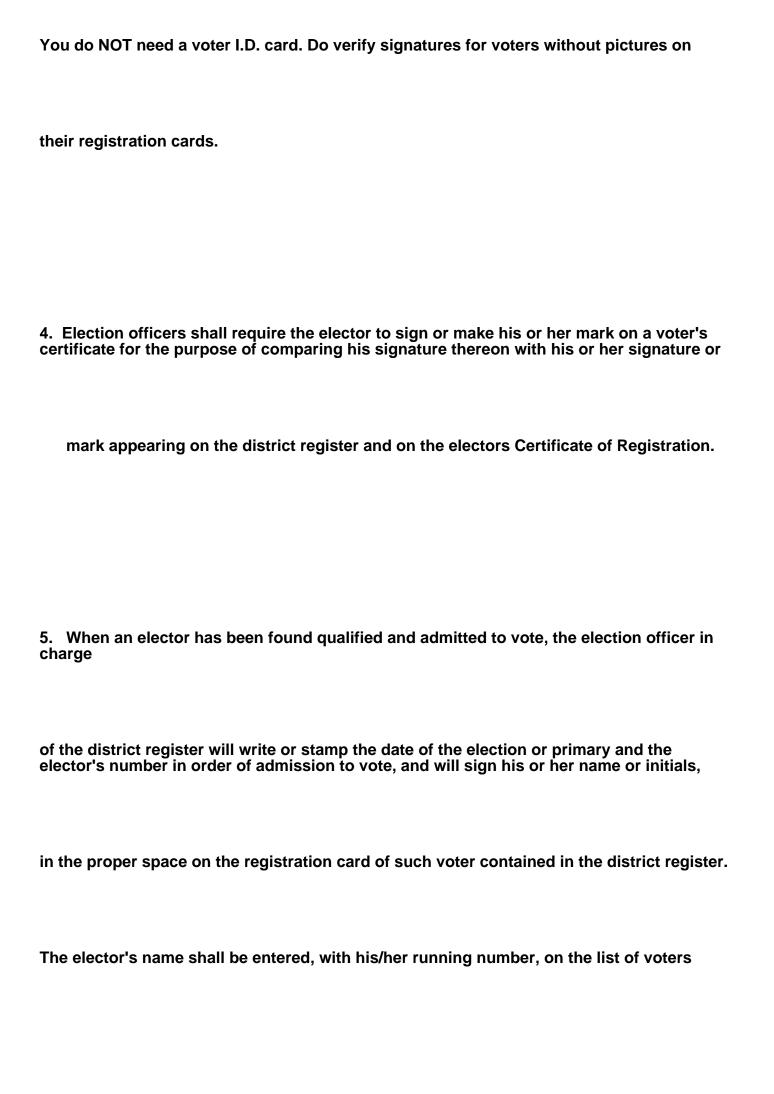
Voting Machines
4. Follow instruction in the SHOUPTRONIC ELECTRONIC VOTING MACHINE
Election day Operating Booklet.
V. During Voting Hours
7:00 A.M. to 7:00 P.M.
1 Flection laws of the Virgin Islands provide that nolls in the Virgin Islands "will be open
1. Election laws of the Virgin Islands provide that polls in the Virgin Islands "will be open from 7:00 A.M. to 7:00 P.M." All persons entitled to vote who are present at the place where the election is being held at or before the time of closing the polls will be allowed

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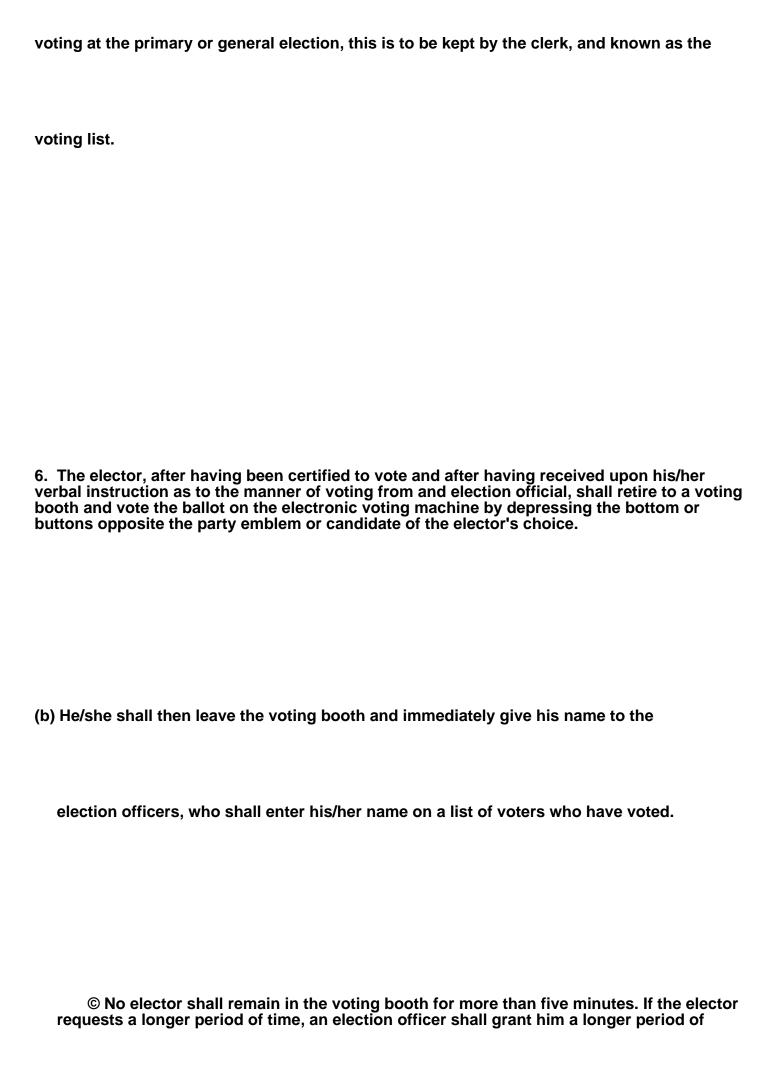
2. The right to vote may only be exercised by personal attendance and no unregistered
voters will be allowed to vote at any primary or election, except by order of the district
court. All persons whose name appears in the district register of electors of the polling
districts will be permitted to vote, unless it is shown to the satisfaction of the election
officer that he or she no longer resides in the election district; but at a primary a person
shall be permitted to vote only on the ballot of the political party in which he or she is enrolled in the district.
3. Each elector desiring to vote will, when he or she enters the polling place where the primary or general election is being held, state his or her name and present the Certificate of Registration issued, to the election officers. If his or her registration card appears in the district register and, in the case of a primary, his or her party enrollment appears thereon and the election officers are satisfied as to his or her identity and continued residence in the district, he or she will be admitted to vote.

to vote.

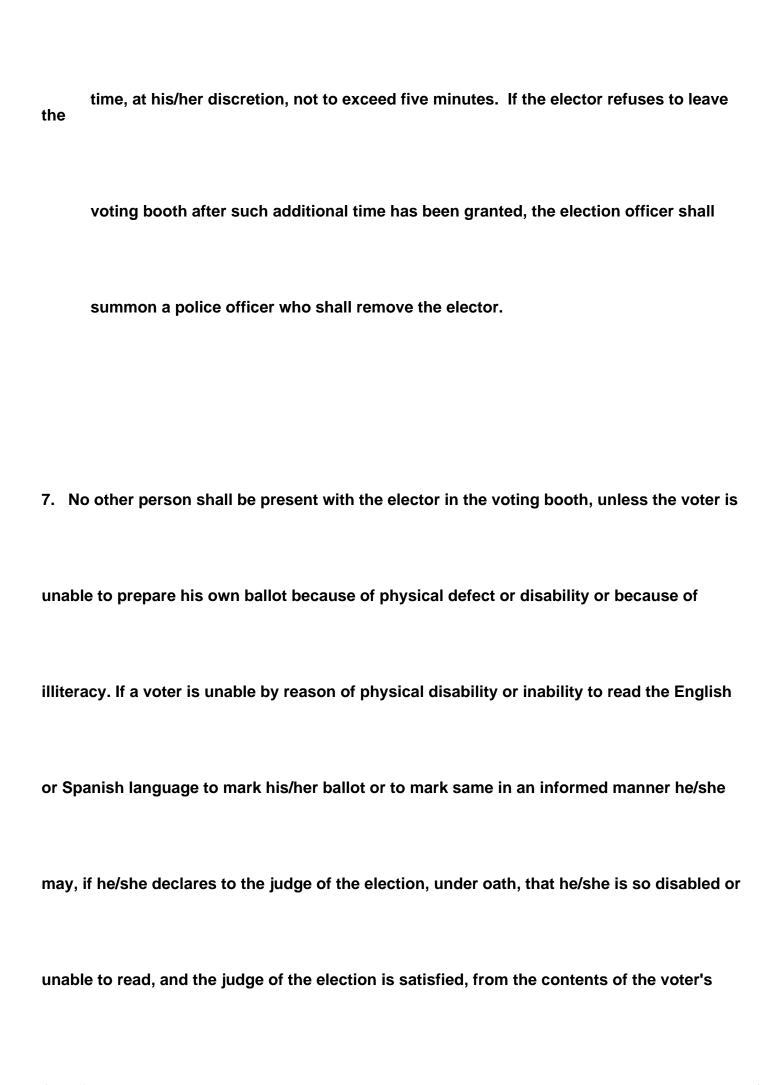
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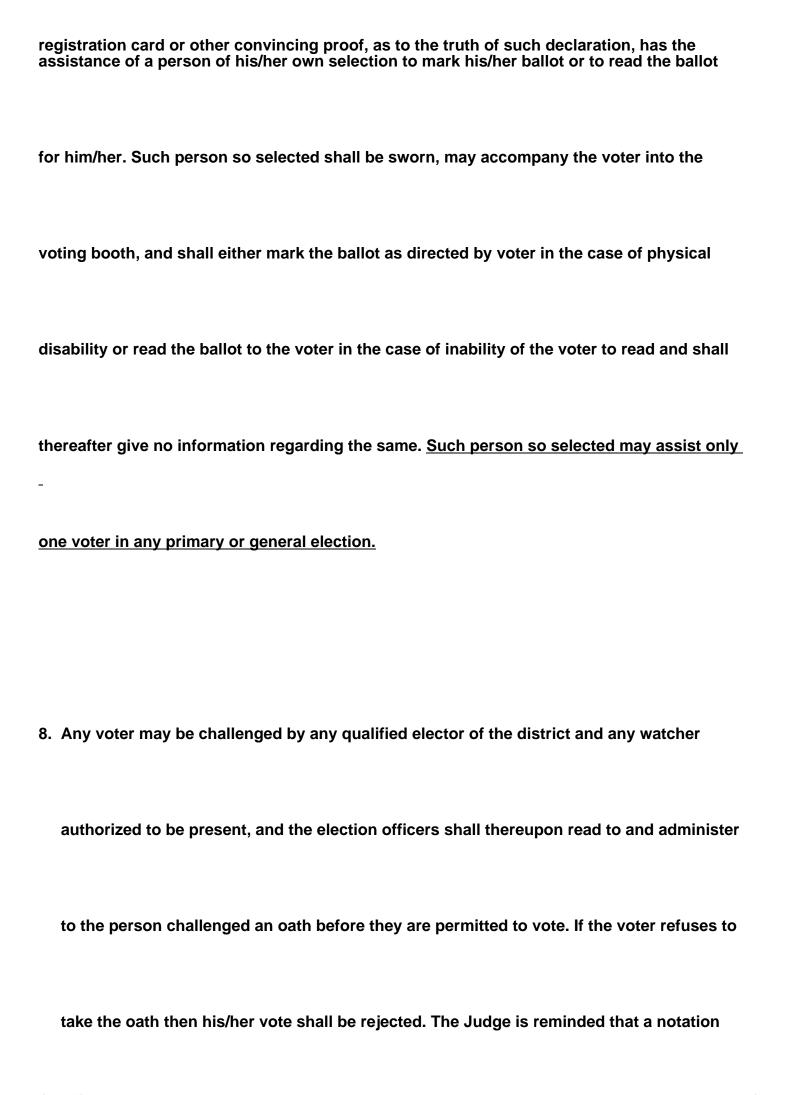
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concerning this transaction or proceeding must be recorded in the JUDGE'S BOOK. The notation should include the name of the person who was challenged; the name of the person that challenged the elector; the time the challenged was made and whether or not the elector took the oath or refused to take the oath.

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VI. After the Polls Close
Closing the Poll
* At 6:30 PM, the Judge announces in a loud and clear voice that the poll will close in thirty
minutes.

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* At 7:00 PM, the Judge announces that the polls are closed and shall secure the doors so that
no more voters may enter the polling place.
* Any voter who is in line at 7:00 pm, may remain in the polling place to vote. However, they
must leave the polling place as soon as they have voted.
* The Judge will call together all election officials and a minimum of three (3) poll watchers.
* Only authorized election officers, credentials poll watchers, Board members, and law
enforcement personnel may remain in the polling place to observe the closing polls process.

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* The Judge and the group of election personnel walk from machine to machine as the
Judge activates the "polls closed button" on each machine.
* Cross check and verification of the numbers in the "To whom (entered) and Who voted (exit)
journals.
* Running numbers of voters in the "Who voted" (exit) journal is cross checked with the
number of voters recorded on the machines.

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* The Judge removes the tape along with the cartridge from the machine. Each Election
Officer signs off on the tape from each machine. "PLEASE SAFEGUARD THE TAPE
AND CARTRIDGE".
* A "Statement of votes cast" is completed by the Judge and signed by the Judge and other
Election Officers.
* The Judge places the district registers and all unused forms in the bottom of the machine
and the machine is sealed.
* An Election Officer assigned by the Judge shall be responsible for making sure the

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	voting machines are placed on the truck.
*	The Judges and Clerks books, statement of votes cast form, tapes, cartridge and all
	other completed forms are brought to the Election Systems office by the Judge
	accompanied by a Police Officer.

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